



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

### MINUTES OF THE REGULAR MEETING OF THE INTERNAL OPERATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY

Thursday, May 9, 2019

STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

#### Internal Operations Committee Members

*Chair Robert Leete*

*Vice-Chair Kevin Graves*

#### A. ROLL CALL

1. Call business meeting to order 4:00 p.m. – By Chair Leete.
2. Roll Call – All present.

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

#### C. DRAFT MINUTES TO BE APPROVED

1. February 28, 2019 Special Internal Operations Committee DRAFT meeting minutes – Approved.

#### D. DISCUSSION ITEMS

1. Discussion Regarding Approval of the Revised Bylaws.

General Manager Davies – Provided the details regarding the revised Bylaws and aligning the committee meetings with the 1<sup>st</sup> Board meeting of the month (even numbered months).

Motion by: Vice-Chair Graves to approve the Revised Bylaws.

There was discussion regarding Article III: Membership – Section 1 of the Bylaws.

General Manager Davies – Stated that there may be legal reasons why section 1 is listed with all committee members (Board Members, TODB Staff and Consultants).

Motion Amended by: Chair Leete to approve the Revised Bylaws unless quoted differently by Legal related to Article III: Membership Section 1.

Second by: Vice-Chair Graves.

Vote: Motion Carries – unanimous vote of the members of the Internal Operations Committee.

2. Discussion Regarding Personnel Manual Draft Revisions regarding Part Time Workers.

General Manager Davies – Provided the details regarding the Personnel Manual revisions related to the benefits and overtime pay. There was discussion regarding the Personnel Manual revisions. The recommendation from the Internal Operations Committee to the Board is to approve the Personnel Manual revisions.

3. Discussion Regarding Draft Classification Descriptions for Projects Manager and Assistant General Manager.

General Manager Davies – Provided the details of the classification descriptions for the Projects Manager and the Assistant General Manager. There was discussion regarding the reimbursable items (within budget), and the salary on the classification description which are updated annually and on our website.

4. Discussion Regarding the Cancellation of the Internal Operations Committee meeting on June 5, 2019.

General Manager Davies – Provided the details regarding the Internal Operation Committee meeting on June 5, 2019; Chair Leete will be unavailable for the June 5<sup>th</sup> Internal Operations Committee meeting (possibly cancel the meeting). There was discussion regarding agenda items for the meeting of June 5<sup>th</sup> and to possibly schedule a special meeting if needed. The consensus of the Internal Operations Committee is to cancel the June 5, 2019 Internal Operations Committee meeting.

5. Discussion Regarding the Cancellation of the Board and Committee meetings on July 3, 2019.  
General Manager Davies – Provided the details regarding the cancellation of the July 3<sup>rd</sup> Board and committee meetings. The recommendation from the Internal Operations Committee to the Board is to cancel the meetings for July 3, 2019.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

None.

**F. ADJOURNMENT**

1. The meeting adjourned at 4:19 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-10-19

<http://www.todb.ca.gov/agendas-minutes>